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ADM-10.8

DDS&T-5487-66

1 6 DEC 1966

MEMORANDUM FOR: Director of ELINT
Director of Foreign Missile & Space Analysis Center
Director of Research and Development
Director of Computer Services
Director of Special Activities
Director of Scientific Intelligence
Director of Special Projects

SUBJECT : Delegation of Authority

1. Under Agency regulations there is provision for various types of fiscally oriented delegations of authority to facilitate the conduct of Agency operations. The regulations require that the Office of Finance be informed of these delegations on Form 725, Designation or Revocation of Authority.

2. Until now there has been no uniformity in DD/S&T in the instructions given to designees as to their basic responsibilities under the regulations for the exercise of authorities so delegated. In the interests of improving this situation we propose hereafter in all formal delegations of authority to cite the governing regulation and to have each designee read the pertinent regulation and acknowledge his understanding of it as a condition to his acceptance of the delegated authority.

3. For use in implementing this practice there is attached as Tab A proposed language to be used on Form 725, Designation or Revocation of Authority for each of applicable types of delegations. This language is for insertion in the block captioned: "Type of Authorization." All designations except for individuals authorized to approve time and attendance reports and individuals authorized to approve overtime will be prepared for the signature of the Executive Officer, DD/S&T. Designations of individuals authorized to approve time and attendance reports and individuals authorized to approve overtime will be prepared for the signature of the Office Director.

4. All fiscal delegations of authority now in effect including applicable monetary limitations are listed on the attached Tab B. It is requested that each office execute a new Form No. 725, for each individual listed (<u>engaging a continuation of the authorization is desired</u>) utilizing applicable language as provided on Tab A. In the

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remarks section state in each instance "Supersedes previous designation for same individual."

25X1A [redacted]

6. All Form 725's, in original and two copies, will be sent to O/DDS&T Comptroller who will maintain a Directorate listing of approving authorities. The Comptroller's Office will obtain Executive Officer approval where required and will transmit the completed forms to the Office of Finance.

[redacted] 25X1A

Executive Officer
Directorate of
Science and Technology

Attachments
a/s

Distribution:
1 cy - ea Adse
1 cy - EO/DDS&T
1 cy - Compt/DDS&T (Subj File)
1 cy - Budget Br Chrono
2 cys - DDS&T Registry

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